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| **Cluster** | Planning & Environment |
| **Agency** | Department of Planning and Environment |
| **Division/Branch/Unit** | Sydney Olympic Park Authority |
| **Location** | Sydney  |
| **Classification/Grade/Band** | Clerk Grade 7-8 |
| **ANZSCO Code** | 232611 |
| **PCAT Code** | 1119192 |
| **Date of Approval** | February 2023 (updated from September 2021; and April 2021) |
| **Agency Website** | [www.dpe.nsw.gov.au](http://www.dpe.nsw.gov.au) |

Agency overview

Our vision is to create thriving environments, communities and economies for the people of New South Wales. We focus on some of the biggest issues facing our state. We deliver sustainable water resource and environment management, secure our energy supply, oversee our planning system, maximise community benefit from government land and property, and create the conditions for a prosperous state. We strive to be a high-performing, world-class public service organisation that celebrates and reflects the full diversity of the community we serve and seeks to embed Aboriginal cultural awareness and knowledge throughout the department.

Sydney Olympic Park Authority are custodians of the Park, with a strong commitment to creating a vibrant, sustainable community within an unequalled destination for sport, entertainment, recreation and business and one of Australia’s largest and most diverse urban parklands.

Sydney Olympic Park Authority is part of the Homes, Property and Development division in the Department of Planning and Environment cluster of the NSW government. The Authority has four business units:

1. Commercial
2. Asset Management and Environmental Services
3. Venue Management, and
4. Place Management

**Asset Management and Environmental Services**

The Asset Management and Environmental Services team is responsible for:

* the portfolio management of SOPA assets to maximise their returns. Key functions include strategic lifecycle planning, maintenance and capital project planning and delivery;
* strategic planning (including public domain design) and development control;
* parkland and park facilities development, management and maintenance;
* environmental management and ecosystems conservation
* championing sustainability.

Primary purpose of the role

The Urban Planner provides statutory, and some strategic, planning advice including input into Master Plan 2050 to ensure sustainable urban renewal. The Urban Planner assesses local development applications, coordinates multi-disciplinary responses to State Significant Development applicants and provides statutory planning advice to clients to ensure development and uses within Sydney Olympic Park are permissible under relevant planning legislation and in line with Master Plan 2030.

# Key accountabilities

* Assess Development Applications ensuring compliance with statutory and planning policy legislation and frameworks, including post approval and compliance matters against relevant legislative requirements;
* Provide advice on all planning matters, including liaison with internal and external clients to ensure development occurs in accordance with the NSW State Government planning legislation, and the Sydney Olympic Park Authority Master Plan, Environmental Guidelines and Plans of Management;
* Provide assistance with the preparation, implementation and ongoing review of the Authority’s planning policies, guidelines and management plans including co-ordination and administration of the Authority’s Design Review Panel;
* Manage the engagement of consultants to undertake various planning studies and other technical assessments such as sustainability, traffic, stormwater, heritage and urban design;
* Project manage strategic planning studies to inform the Master Plan 2050 and the long term urban renewal vision for Sydney Olympic Park; and
* Prepare submissions on development proposals both within and adjacent to the Park to ensure surrounding development does not hinder the Authority from achieving its objectives for the Park.

 Key challenges

* Understanding the vision for Sydney Olympic Park and the inter-relationship to statutory and physical planning, and its strong integration into all Sydney Olympic Park Authority’s plans and strategies.
* Working within a large, complex, diverse and changing physical, political, economic and social environment presents challenges for achieving an appropriate balance between the Authority’s commercial, sustainability, and community objectives.
* Managing relationships in a collaborative manner with a variety of Park partners who may have different needs, agendas, priorities and objectives, and to sensitively manage conflicts that might arise between different interest groups and representatives.

Key relationships

| Who |  Why |
| --- | --- |
| **Internal** |  |
| Manager | * Escalate issues, keep informed, advise and receive instructions
* Provide regular updated on key projects, issues and priorities
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| Director  | * Provide expert advice, assistance and support
 |
| Authority staff | * Provide advice on planning, heritage, environmental and urban design issues
 |
| **External** |  |
| Other Government agencies and Private sector | * Work strategically, cooperatively and objectively on difficult, complex, competing and/ or sensitive matters
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| Service providers and consultants | * Carry out consultation, liaison and negotiation
 |
| Industry professionals | * Seek and maintain specialist knowledge/advice and collaborate on the implementation of organisation strategies
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# Role dimensions

## Decision making

This role has autonomy and makes decisions that are under their direct control. It refers to a Manager decisions that require significant change to program outcomes or timeframes or are likely to escalate or require submission to a higher level of management. This role is fully accountable for the delivery of work assignments on time and to expectations in terms of quality, deliverables and outcomes.

## Reporting line

Senior Manager, Planning

## Direct reports

Nil

## Budget/Expenditure

Budgets and expenditure are in accordance with approved Annual Budget and financial delegations and procedures subject to project type and sponsoring business unit.

Key knowledge and experience

* Extensive experience in the assessment of development applications, at a variety of scales, under the *Environmental Planning and Assessment Act, 1979;* and
* Proven record in the assessment and resolution of complex planning, heritage, sustainability, master planning and urban design issues.

Essential requirements

* Tertiary qualifications in town planning or related discipline with demonstrated experience in both the statutory and strategic areas of planning.

# Capabilities for the role

The [NSW public sector capability framework](https://www.psc.nsw.gov.au/workforce-management/capability-framework/the-capability-framework) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.

The capabilities are separated into **focus capabilities** and **complementary capabilities**.

# Focus capabilities

*Focus capabilities* are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

| FOCUS CAPABILITIES |
| --- |
| **Capability group/sets** | **Capability name** |  | **Behavioural indicators** | **Level**  |
|  | **Act with Integrity**Be ethical and professional, and uphold and promote the public sector values | Represent the organisation in an honest, ethical and professional way and encourage others to do soAct professionally and support a culture of integrityIdentify and explain ethical issues and set an example for others to followEnsure that others are aware of and understand the legislation and policy framework within which they operateAct to prevent and report misconduct and illegal and inappropriate behaviour | Adept |
|  | **Communicate Effectively**Communicate clearly, actively listen to others, and respond with understanding and respect | Tailor communication to diverse audiencesClearly explain complex concepts and arguments to individuals and groupsCreate opportunities for others to be heard, listen attentively and encourage them to express their viewsShare information across teams and units to enable informed decision makingWrite fluently in plain English and in a range of styles and formatsUse contemporary communication channels to share information, engage and interact with diverse audiences | Adept |
| **Work Collaboratively**Collaborate with others and value their contribution | Encourage a culture that recognises the value of collaborationBuild cooperation and overcome barriers to information sharing and communication across teams and unitsShare lessons learned across teams and unitsIdentify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to workActively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services | Adept |
|  | **Deliver Results**Achieve results through the efficient use of resources and a commitment to quality outcomes | Seek and apply specialist advice when requiredComplete work tasks within set budgets, timeframes and standardsTake the initiative to progress and deliver own work and that of the team or unitContribute to allocating responsibilities and resources to ensure the team or unit achieves goalsIdentify any barriers to achieving results and resolve these where possibleProactively change or adjust plans when needed | Intermediate |
| **Plan and Prioritise**Plan to achieve priority outcomes and respond flexibly to changing circumstances | Understand the team and unit objectives and align operational activities accordinglyInitiate and develop team goals and plans, and use feedback to inform future planningRespond proactively to changing circumstances and adjust plans and schedules when necessaryConsider the implications of immediate and longer-term organisational issues and how these might affect the achievement of team and unit goalsAccommodate and respond with initiative to changing priorities and operating environments | Intermediate |
|  | **Project Management**Understand and apply effective planning, coordination and control methods | Understand all components of the project management process, including the need to consider change management to realise business benefitsPrepare clear project proposals and accurate estimates of required costs and resourcesEstablish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirementsIdentify and evaluate risks associated with the project and develop mitigation strategiesIdentify and consult stakeholders to inform the project strategyCommunicate the project’s objectives and its expected benefitsMonitor the completion of project milestones against goals and take necessary actionEvaluate progress and identify improvements to inform future projects | Adept |

# Complementary capabilities

*Complementary capabilities* are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as ‘not essential’ for this role are not relevant for recruitment purposes however may be relevant for future career development.

| COMPLEMENTARY CAPABILITIES |
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| **Capability group/sets** | **Capability name** |  | **Description** | **Level**  |
|  | Display Resilience and Courage | Be open and honest, prepared to express your views, and willing to accept and commit to change | Intermediate |
| Manage Self | Show drive and motivation, an ability to self-reflect and a commitment to learning | Intermediate |
| Value Diversity and Inclusion | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Intermediate |
|  | Commit to Customer Service | Provide customer-focused services in line with public sector and organisational objectives | Intermediate |
| Influence and Negotiate | Gain consensus and commitment from others, and resolve issues and conflicts | Intermediate |
|  | Think and Solve Problems | Think, analyse and consider the broader context to develop practical solutions | Adept |
| Demonstrate Accountability | Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | Intermediate |
|  | Finance | Understand and apply financial processes to achieve value for money and minimise financial risk | Foundational |
| Technology | Understand and use available technologies to maximise efficiencies and effectiveness | Intermediate |
| Procurement and Contract Management | Understand and apply procurement processes to ensure effective purchasing and contract performance | Foundational |